

North Carolina State Testing ACT & PLAN Implementation Webinar

October 2011

Today's Goal

- Provide important information to North Carolina School administrators to assist in the successful planning & administration of ACT's ACT and PLAN assessments.
- Review decisions and activities school principals and appointed testing staff need to know to complete the “Establishment Process” for ACT testing.

Today's Agenda

- The ACT
 - Overview and Cycle
 - Review of the Schedule and Critical Dates
 - The Test Site Establishment Process
 - Testing Requirements and Facilities
 - Other Test Administration Requirements
 - Test Materials – Non Secure and Secure
 - Training Webcast
 - ACT Accommodations
 - ACT Reporting
 - Sources of Information
- PLAN for North Carolina
- Questions and Answers

2011-2012 State Testing Program

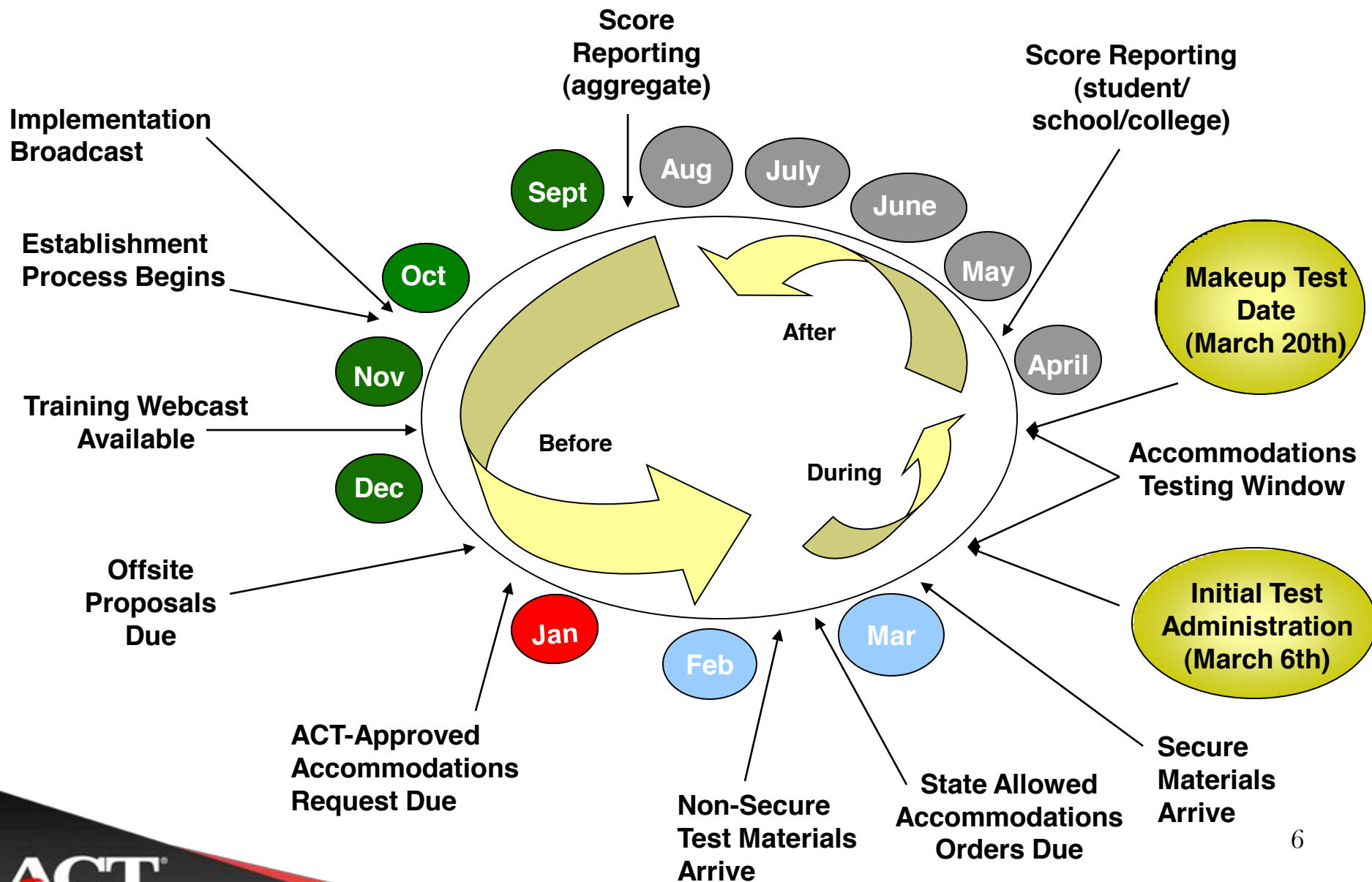
The ACT



2011-12 State Testing Program

- All Grade 11 Students:
 - ACT – English (45 mins), Mathematics (60 mins), Reading (35 mins), Science (35 mins), and Writing (30 mins)
 - Standard Time, ACT-Approved Accommodations, and State-Allowed Accommodations
 - Not used for accountability in 2011-12
 - Used for accountability in 2012-13

ACT State Testing Cycle Overview



2011-12 State Testing Program

■ The Basics

- Administration must meet Standard Testing Requirements
- Scores from Standard Time and ACT-Approved accommodations
 - College-reportable scores accepted by all colleges and universities in the U.S.
 - NCAA accepts for initial eligibility
- Scores from State-Allowed Accommodations are available to state and schools only (these are NOT college-reportable)

For a Successful Test Administration

- Become familiar with the procedures and calendar
- Heed due dates and deadlines
- Assign responsibilities
- Read training materials and Supervisor's Manuals
- Manage the test day schedule
- Please contact ACT with your questions – don't assume
- ACT State Testing for North Carolina differs from ACT National Testing

Review of the Schedule and Critical Dates



Spring 2012 ACT Assessment Administration

- Initial Standard Time Test Day – March 6
- Makeup Standard Time Test Day – March 20
- Accommodations Testing Window
March 6 – March 20 for both ACT-Approved and
State-Allowed Accommodations

If a Student is Absent

- If a standard time student is absent on the March 6th Initial test day:
 - Reschedule the student to test on March 20th
 - Order Makeup Materials online no later than March 7th
- If a standard time student misses testing on both March 6th and March 20th there is no additional makeup opportunity
- Accommodated students may test anytime in the window between March 6th and March 20th

Schools not in Session March 6th or March 20th

- If your school is not in session on March 6th your standard time students will be expected to test on March 20th
- If your school will not be in session on March 20th your standard time students' only opportunity to test will be March 6th

Immediate Activities

- Establish North Carolina high schools as test sites
- Principals – complete profile information and identify key staff
 - Test Supervisor
 - Back-up Test Supervisor
 - Test Accommodations Coordinator
- Key staff complete profile information

2011- 2012 Key Dates

Week of October 10	Test site Establishment materials received by high school principals
October 28	Receipt deadline for principal to submit required Establishment information to ACT and appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator
November 11	Receipt deadline for appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator to submit required profile information to ACT

2011-2012 Key Dates (Continued)

December 14	Receipt deadline to submit Proposal for Off-Site Administration to ACT (if standard testing requirements cannot be met at your school)
October 3, 2011 – March 6, 2012	<ul style="list-style-type: none">■ TAC Video – available now at http://www.act.org/aap/state/tacvideo.html■ Test Administration Training Webcast posted Mid-November 2011.■ Room Supervisors & Proctor Training Webcast posted early December 2011.

2011-2012 Schedule

Other Important Dates

December 16	ACT's receipt deadline for the <i>Application for ACT-Approved Test Accommodations</i>
February 24 12:00 PM CT	ACT's receipt deadline for requests for State-Allowed Accommodations (placed through the online ordering system)

Email from ACT

Principals and appointed testing staff will receive important emails from ACT throughout the testing cycle. It is important that emails from:

NCtest@act.org

Statetesting@act.org

be “accepted” by your email system so you do not miss important information. Please adjust your SPAM filters accordingly.

The Test Site Establishment Process



Test Site Establishment

- Establishment Packet materials posted to website and sent to high school principals October 7.
 - Materials contain a packet for the principal and each appointed testing staff
- Review key documents
 - *Checklist of Dates*
 - *Standard Testing Requirements*
 - *Qualifications and Responsibilities for Test Supervisors, Back-up Test Supervisors and Test Accommodations Coordinators*

Test Site Establishment

- Principals – select the school’s three key testing staff: Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator
 - Principal submits the *Appointment of Testing Staff & School Information*.
- Deadline for principals to submit school information and online profile forms October 28.

Testing Requirements – Facilities and Staffing



Test Facilities

- Freedom from distractions
 - No unauthorized observers in the room or area
 - Uninterrupted testing period required for all days of testing
 - No unnecessary noises (bells, public address systems, etc. must be turned off)
 - Testing rooms must be separated from regular school activities

Test Facilities

- Choice of testing rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 15-30 students
 - Manageable security – prefer no more than 100 students in one room
 - Good lighting, comfortable temperature, quiet atmosphere
- Adequate writing surfaces
 - Must accommodate both test booklet and answer document
 - No lapboards permitted

Test Facilities

- Seating arrangements (applies equally to desks and tables)
 - Minimum of 3 feet apart (side-to-side and front-to-back)
 - All students must face the *same* direction, directly behind one another

Testing Off-Site

- Off-site administration
 - Community College
 - Other public facility
 - Other private facility

- Each site must be approved by ACT

Key Testing Staff

- Information to be submitted by November 11, 2011:
 - Test Supervisors - *ACT State Testing Test Supervisor and Facilities Profile*
 - Back-up Test Supervisors - *ACT State Testing Back-up Test Supervisor Profile*
 - Test Accommodations Coordinators - *ACT State Testing Test Accommodations Coordinator Profile*

Required Testing Staff

- Test Supervisor
 - Responsible for all assessment activities
 - Responsible for all testing materials
- Back-up Test Supervisor
 - Responsible to serve if Test Supervisor unable to do so
 - Will assist the Test Supervisor
- Test Accommodations Coordinator
 - Submits a request for each student requiring accommodations
 - Coordinates all accommodations testing for the school
- These personnel needed in each high school
- Identified by October 28 and profiles submitted by November 11

Avoiding Conflicts of Interest

- Test Supervisors and Back-Up Test Supervisors have access to secure test materials prior to testing.
- To avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety:
 - Test (and Back-up) Supervisors may *not* be related to *any* student *anywhere* in North Carolina taking the State Testing administration with standard time
 - Room supervisors and proctors may *not* assist in a room where any relative is being tested

Avoiding Conflicts of Interest

- TACs – May not be related to, or guardian of, any student testing with accommodations **anywhere** in North Carolina during the accommodations testing window (see list of relatives / guardians on prior slide).
- Athletic Coaches
 - For Accommodated Testing – may not serve as the Test Accommodations Coordinator if any student-athlete tests with accommodations.
 - For Standard Time and Accommodations Testing – may not serve as a Room Supervisor in any one-on-one situation where student-athlete is testing.

Staff Requirements

- Required number of qualified staff per room
 - 1 room supervisor required for each room,
 - *Plus* 1 proctor for every 25 students in the room after the first 25 (i.e., $26-50=1$; $51-75=2$; $76-100=3$)
 - For accommodations the proctor ratio is 1 to 10.
- Testing staff may not be
 - Involved in test preparation for commercial gain outside of normal teaching responsibilities
 - Enrolled in high school

Other Test Administration Requirements



Assessment Administration

- Test Supervisors and TACs are responsible for training the staff that will assist them during the testing (e.g., room supervisor, proctors, readers)
- Assessment administration staff will need to attend a briefing session at least 30 minutes prior to the start of testing.
- All test sites must test on the designated test days with testing as the first activity of the morning, starting verbal instructions no later than 9 a.m.
- Schedule adjustments will be necessary for students with different schedules (e.g., night classes)

Security

- Receipt, check-in, and verification of test booklets by serial numbers
- The Test Supervisor and Test Accommodations Coordinator are responsible for ensuring restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
- Test materials are never left unattended
 - Answer documents **not** returned to students after testing is complete
- Immediate and complete return of all materials to ACT as outlined in “return of materials” procedures

Test Materials – Non-Secure and Secure

Spring 2012

Test Date: _____
 Test Room: _____
 Room Supervisor: _____
 City, State: _____

SUPERVISOR'S MANUAL



State Testing

Initial Test Date Makeup Test Date
 March 6, 2012 March 20, 2012
 March 20, 2012 April 3, 2012
 April 24, 2012 May 6, 2012
 (Note: All test dates above are Tuesdays.)

This manual is for participating states and districts to administer the ACT (No Writing) or the ACT Plus Writing through ACT State Testing with standard time.

ACT

The ACT® Plus Writing
 2012 State Testing Answer Folder
 Day 1 Testing

ACT, Inc.—Confidential Restricted when data present.

NOTE: Students must fill in all personal information on pages 1 and 2, and it must be applied to page 10.

1. NAME—All students must enter their names and ID in the corresponding area.

Last Name: _____ First Name: _____ Middle Initial: _____
 From Number 1 (last 3) to 10 (first 3) in 10's or 100's: _____
 City: _____ State: _____ ZIP Code: _____

2. SOCIAL SECURITY NUMBER (Optional)
 Do not write if you do not wish to provide your SSN.

3. DATE OF BIRTH
 Month: _____ Day: _____ Year: _____

4. RACE/ETHNICITY BACKGROUND
 Please indicate if you are of Hispanic or Latino background.
 Yes ☐ No ☐ Prefer not to respond ☐
 Please indicate your race. Mark all that apply. (Leave blank if none of these apply to you.)
 American Indian/Alaska Native ☐ Asian ☐
 Black or African American ☐ Native Hawaiian/Other Pacific Islander ☐
 White ☐ Prefer not to respond ☐

5. ACT HIGH SCHOOL CODE (Required for all)

6. EDUCATIONAL OPPORTUNITY SERVICES
 Would you like to receive information about educational opportunities, services, and financial aid opportunities through ACT's Educational Opportunity Service? (See instructions booklet for details.)
 Yes ☐ No ☐

7. CHALLENGE PLANNING REPORTING SCORES
 You receive from this administration will be sent to the college for which you enter valid scores here. If you do not wish to send College Score Reports at this time, and are sure in the "Reporting Center" at the right.

8. PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

Non-Secure Test Materials

- Shipped to Test Supervisors at each school
Week of February 6, 2012
 - Supervisor's Manual
 - *Taking the ACT*
 - Answer Documents (blank)
 - Barcode Labels
- Non-Secure materials used to complete pre-test session

Secure Test Materials

Standard Time Testers

- Standard Time - Shipped to Test Supervisors at each school

Scheduled to arrive the week of February 27, 2012

- Test Books – Standard Time
- Return envelopes and plastic polymailer bags
- Supervisor Report Forms
- Keep cartons for use in return of test materials

Secure Test Materials

Accommodated Testers

- Accommodated Materials – Shipped to TAC at each school
 - Separate shipments of ACT-Approved and State-Allowed
 - Scheduled to arrive week of February 27th

Accommodated Testing

- Individual “kit” for each student includes all materials needed to test
- Keep cartons for return of all accommodated test materials.

Training Webcasts



Test Administration Training Webcast

- All Appointed Test Staff -- All Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are expected to view webcast.
- Training packets (3 copies) will be provided to each participating school.
- Webcast session – Approx. 90 minutes

Test Administration Training Webcast

- What will be covered:
 - Testing requirements – before, during, and after testing
 - Policies and procedures for the ACT test
 - In-school training – room supervisors and proctors
 - Testing with accommodations
 - Returning materials
 - Avoiding the Pitfalls

Test Administration Training

- Available Mid-November – March 6, 2012
 - Via webcast at <http://www.act.org/aap/northcarolina>
 - Appointed Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator will be expected to view online session

Training for TACs

- Accommodations Training video is now available for all Test Accommodations Coordinators. The streaming link is:
<http://www.act.org/aap/northcarolina>
- It is critical for Test Accommodations Coordinators to begin reviewing the video immediately to ensure that all procedures are followed and deadlines are met.
- Test Administration Training Webcast (mid - November) will address issues and information specific to test accommodations.
- RS / Proctor Training – will be available early December.

Following the Training

- Testing staff must read and be familiar with the ACT Supervisor's Manuals
- The Test Supervisor must schedule an in-school session (before test day) for students to complete all ACT pre-test information.

Following the Training

- A local training session for all testing staff is **required** before testing (facilitated by the Test Supervisor at each school).
- A separate training session is **required** for all staff who will be supporting students testing with accommodations (facilitated by the TAC at each school).
- Room Supervisors and Proctors must also read and be familiar with the Supervisor's Manuals.
- Plan ahead!

ACT - Accommodations



Accommodations Overview

- Accommodations Provided on the ACT
 - ACT–Approved Accommodations
 - State–Allowed Accommodations
- Application Process
- Important Dates and Contact Information

ACT uses the ADA

- Disability: A mental or physical impairment or condition that *substantially limits* a *major life activity*.
- Major Life Activity: (e.g. walking, speaking, seeing, hearing, breathing, learning) tasks that the average person can perform with little to no difficulty.
- Substantial Limitation: inability or significant restriction in the conditions, duration, or manner in which a person performs a major life activity, compared to the average person.

Accommodation Options

- *ACT-Approved Accommodations* result in ACT scores that are fully reportable to colleges, scholarships, and other entities.
 - Currently on an Individualized Education Program (IEP) or Section 504 Plans
 - Professionally Diagnosed and Documented Disability

- *State-Allowed Accommodations* result in ACT scores that are not college-reportable; they are used for state accountability purposes only.
 - Limited English Proficiency (LEP) students who do not have a disability but receive accommodations in school

Local Decisions

- Preferential seating (e.g. front of room)
- Small group or individual testing
- Wheelchair access
- Marking responses in the test book
- Snack for diabetic student
- Sign language interpreter (Directions Only)



ACT–Approved Application Process

■ Documentation Guidelines

- States specific disability
- Current (within 3 years)
- Presenting problem/s and relevant history
- Comprehensive assessments
 - Learning disabilities
 - ADHD

■ Common Problems


- Missing required documentation
- Diagnosis based on discrepancy
- Doesn't contain recommended accommodation
- Credentials of evaluator not included

ACT–Approved Application Process

RECEIPT DEADLINE:
DECEMBER 16

- Side One
- A. Student Information
- B. Previously Approved
- C. Diagnosis
- D. Test Format
- E. Test Time
- F. Other Accommodations

Plus Writing
Early March


Application for ACT-Approved Test Accommodations – Spring 2012
ACT State Testing

The deadline for ACT to receive ACT-Approved Accommodations applications from your school is **December 16, 2011**.

This form is to be completed by a school official, such as a counselor, special education teacher, or principal, following the instructions provided in the *Procedures for Applying for ACT Test Accommodations – Spring 2012*.

A. STUDENT INFORMATION. (Please print or type.)

Student Name (Last, First, Middle Initial)			Date of Birth (Mo/Day/Yr)
Student Street Address or PO Box	City	State	Zip

Name of High School Where the Student Will Test _____ ACT HS Code (required)
(This request must come in under the header sheet from the same school with the same ACT HS Code)

B. PREVIOUS APPROVAL OF THE SAME ACCOMMODATIONS ON THE ACT. Check either Yes or No to indicate whether this student has been approved previously for the same accommodations on the ACT.

☐ Yes If yes, complete all of Side 1 of this form and sign sections J and K. You may leave sections G, H, and I blank.
☐ No If no, both sides of this form must be completed and required documentation submitted.

C. DIAGNOSED DISABILITY. Check all that apply.

Learning Disability (01) <input type="checkbox"/> (RD) Reading Disorder <input type="checkbox"/> (DA) Mathematics Disorder <input type="checkbox"/> (SL) Speech/Language Disorder* <input type="checkbox"/> (DW) Writing Disorder/Written Expression	Physical/Sensory Disability (02) <input type="checkbox"/> (DF) Hearing Impairment <input type="checkbox"/> (PH) Motor Impairment* (explain on side 2, G) <input type="checkbox"/> (VI) Visual Impairment* (explain on side 2, G) <input type="checkbox"/> (TR) Tourette's Syndrome <input type="checkbox"/> (EP) Epilepsy or Seizures	Psychological Disability (03) <input type="checkbox"/> (AD) Attention Deficit Disorder/ADHD <input type="checkbox"/> (AX) Anxiety Disorder* (explain on side 2, G) <input type="checkbox"/> (BD) Emotional/Behavioral Disorder <input type="checkbox"/> (AU) Autism Spectrum Disorder* <input type="checkbox"/> (PD) Other Psychological/Cognitive Disability, including intellectual disability* (explain on side 2, G) FSIQ _____
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***Full documentation required**

Other Disability (07)

☐ (HB) Confined to home (explain on side 2, G)
☐ (OD) Other* (explain on side 2, G)

D. TEST FORMAT REQUESTED. Check only one. Alternate formats must be supported by diagnosis and IEP or 504 Plan. Examinees using reader's script must test individually. Readers may not read the tests to a group of examinees. For oral presentation, choose ONE of the following: DVDs, cassettes, or reader's script. **Note: If you do not check a box below, the student will automatically receive regular type (10-point).**

<input type="checkbox"/> (01) Regular Type (10-point)	<input type="checkbox"/> (05) Cassettes w/ Large Type	<input type="checkbox"/> (09) Reader's Script w/ Raised Line Drawings
<input type="checkbox"/> (02) Large Type (18-point)	<input type="checkbox"/> (06) Cassettes w/ Raised Line Drawings	<input type="checkbox"/> (19) DVDs w/ Regular Type
<input type="checkbox"/> (03) Braille (printed copy included)	<input type="checkbox"/> (07) Reader's Script w/ Regular Type	<input type="checkbox"/> (20) DVDs w/ Large Type
<input type="checkbox"/> (04) Cassettes w/ Regular Type	<input type="checkbox"/> (08) Reader's Script w/ Large Type	<input type="checkbox"/> (21) DVDs w/ Raised Line Drawings

E. TIME REQUESTED. Check only one. ACT will assign a timing code (e.g., standard time, time-and-a-half, double time, triple time) based on the disability and approved test format.

<input type="checkbox"/> Standard time - large type only	<input type="checkbox"/> Self-paced time-and-a-half, all tests on one day
<input type="checkbox"/> Standard time on each test; authorization to test over multiple days	<input type="checkbox"/> Extended time only on Writing Test (60 minutes)
<input type="checkbox"/> Extended time on each test; authorization to test over multiple days	

F. OTHER ACCOMMODATIONS REQUESTED. Mark only if other accommodations are needed in addition to extended time or alternate formats (for example, authorization to use assistive technology) and enclose supporting documentation.

☐ Other (be specific): _____

ACT–Approved Application Process

RECEIPT DEADLINE:
DECEMBER 16

Side Two

A. Specific Disorder

B. History

C. School Plan

D. School Signature

E. Parent Signature

Student's Name (please print) _____ City _____ State _____

G. **SPECIFIC DISORDER OR CONDITION.** Complete only for those conditions marked with an asterisk (*) on side 1. Provide diagnostic, not narrative, information. If the diagnosis is not clearly stated, processing of the request will take longer and may require further information from the school before a decision can be made.

H. **HISTORY OF DIAGNOSIS.** If FIRST diagnosed before grade 9, complete only "age or grade of student" in section H-a., plus all information in section H-b. If first diagnosed after grade 8, all information requested in sections H-a. and H-b. must be completed. **COMPLETE DOCUMENTATION REQUIRED if FIRST diagnosed within last 3 years OR for visual, hearing, psychological, emotional, or physical disorders.** (See "Guidelines for Documentation.")

When and by whom student was:	H-a. FIRST diagnosed	H-b. recently re-confirmed (within last 3 years)
Date (month/year):		
Age or grade of student:		
Person making diagnosis:		
Name/team		
Job title(s)		
Qualifications (degrees, specialization, certification)		

I. **CURRENT IEP or 504 PLAN ON FILE AT SCHOOL.** The IEP or 504 Plan must state the need for extended time, alternate formats, and/or any other accommodations requested on Side 1 due to the disability listed above. If plan has been in place **less than 3 years**, complete diagnostic documentation is required.

1. Mark the appropriate box and attach the required copy (which must include student's name and effective dates).
☐ IEP; attach a copy of the test accommodations/services page(s) from the current IEP.
☐ 504 Plan; attach a copy of the test accommodations/services page(s) from the current 504 Plan.

2. Mark **ALL** school years for which the student has had an IEP or 504 Plan, **including year(s) before current school.**
☐ 2011-2012 (grade 11) ☐ 2010-2011 (grade 10) ☐ 2009-2010 (grade 9) ☐ 2008-2009 (grade 8) ☐ Before grade 8

J. **SCHOOL OFFICIAL'S SIGNATURE.** I affirm the student named on this form is enrolled at and/or attends this school, and I verify the information provided on this form and in the **attached IEP or 504 Plan and any other required documentation** is accurate, to the best of my knowledge, and reflects the testing accommodations now provided in school.

School Official's Signature (may not be a relative of the student) _____ Print Official's Name and Title _____

School Official's E-mail Address _____

K. **STUDENT/PARENT SIGNATURE.** I verify the information provided on this form is accurate to the best of my knowledge. I authorize the release to ACT of information related to this request by school officials, physicians, or others having such information, if requested. I understand that any documentation provided to ACT will remain with the application and will not become part of the student's permanent score record. If this request cannot be approved based on the information submitted, I understand the student may be required to test without the requested accommodations.


Student's Signature (required if 18 or older) _____ Parent/Legal Guardian Signature (required if student is _____ Date _____
under 18). **Note:** School official may sign for parent/legal guardian only if verbal acknowledgement has been obtained by phone. See *Procedures for Applying for ACT Test Accommodations*.

SUBMITTING THIS APPLICATION: Incomplete or unsigned forms will delay processing, which may result in the student having to test without accommodations. **Keep a photocopy for your files. Early applications are encouraged.** If ACT has questions about the information submitted, the Test Accommodations Coordinator will be contacted. The application must be submitted with a **completed Test Accommodations Coordinator Header**. Applications must be **received** at ACT by the appropriate deadline above and sent to:
ACT State Test Accommodations
301 ACT Drive
PO Box 4071
Iowa City, IA 52243-4071

ACT–Approved Application Process

RECEIPT DEADLINE:
DECEMBER 16

- TAC Header
 - # of Applications
 - School Information
 - TAC Information
 - Roster of Students
 - Mailing Address



Date: _____

Test Accommodations Coordinator Header
(For the ACT for State Testing)

This envelope contains _____ completed accommodations forms for the ACT for State Testing from:
(number)

(Please print your information legibly below. It is imperative that the correct ACT High School Code and full school name is provided. If anything is incomplete it will delay processing of the forms.)

Name of High School

ACT High School Code

State

Test Accommodations Coordinator: *(This form must be signed by the same individual who signed the Test Accommodations Coordinator Agreement on file at ACT for the current school year.)*

Test Accommodations Coordinator Name

Work Telephone Number

Signature: _____ Date: _____

Review the following checklist prior to sending completed accommodations forms to ACT:

- ✓ Include an alphabetical list of students submitted.
- ✓ All information has been completed on each accommodations form.
- ✓ All required documentation to support each accommodation form has been included.
- ✓ The student/parent and school official have signed and dated the accommodations form.
- ✓ This header must accompany each group of completed accommodations forms returned to ACT.

Accommodations forms must be **received** at ACT by the appropriate deadline listed on your accommodations forms and sent to:

ACT State Test Accommodations
301 ACT Drive
PO Box 4071
Iowa City, IA 52243-4071

(This document may be photocopied)

ACT–Approved Application Process

- **Review Process**
 - Release of Information
 - Denials
 - Provide Additional Information
 - Test Standard Time OR State-Allowed
- **Preliminary Roster – week of January 23rd**
 - All or Partial approvals
 - Review for Accuracy by February 6th

ACT-Approved State Test Accommodations Roster	
ACT High School Code: 111-111 ACT High School	
Test Accommodations Coordinator: Sam Smith	
1.	<div>Ref No. 650001 John Smith</div> <div>Timing Code: 2 - Up to double time on each test (over multiple days)</div> <div>Test Format: STATE REGULAR 59E / WRITING 14K</div> <div>No additional accommodations</div>
2.	<div>Ref No. 650002 Joe Smith</div> <div>Timing Code: 3 - Up to triple time on each test (over multiple days)</div> <div>Test Format: STATE REGULAR 59E / WRITING 14K / READER</div> <div>Clarification of Accommodations:<ul style="list-style-type: none">* Each examinee approved for a reader must test individually. The room supervisor must read the tests to the examinee verbatim from the provided Reader's Script, NOT from a regular print test booklet.</div>
3.	<div>Ref No. 650003 Julie Smith</div> <div>Timing Code: 5 - Standard time</div> <div>Test Format: STATE REGULAR 59E / WRITING 14K</div> <div>Clarification of Accommodations:<ul style="list-style-type: none">* Testing over multiple days using standard time limits is approved. Each subject must be completed in one sitting.* The use of a reader is NOT approved.</div>
4.	<div>Ref No. 650004 Jen Smith</div> <div>Timing Code: 6 - Up 5 hours and 45 minutes total to complete all 5 tests</div> <div>Test Format: STATE REGULAR 59E / WRITING 14K</div> <div>Clarification of Accommodations:<ul style="list-style-type: none">* Authorization to test over more than one day is NOT approved.</div>
5.	<div>Ref No. 650005 Jane Smith</div> <div>Timing Code: 7 - Up to time-and-a-half on each test (over multiple days)</div> <div>Test Format: STATE REGULAR 59E / WRITING 14K</div> <div>No additional accommodations</div>

State-Allowed Ordering Process

- Students needing State-Allowed Accommodations:
 - Denied ACT-Approved Accommodation
 - Do not meet requirements for ACT-Approved Accommodations
 - ESL or ELL students

- Materials online orders – submit by **February 24th**
 - No approval by ACT
 - Materials not assigned to individual students

Accommodations Summary

■ Important Dates

- ACT-Approved Application - Receipt Deadline **December 16**
- Preliminary Roster – Changes by **February 6**
- State-Allowed Online Order – **February 24**
- Testing Window – **March 6 through March 20**

■ Resources/Contact Information

- Website - <http://www.act.org/aap/disab/index.html>
- 800/553-6244 x1788 (7:00 AM – 5:00 PM CST)
- ACTStateAccoms@act.org

ACT Reporting



ACT Score Reports

- Standard ACT Score Reports
 - Reports to High Schools:
 - Student Reports
 - High School Reports
 - Colleges and Universities
 - School / District Aggregate Reports
- State-Allowed Accommodations (not college-reportable)

Sources of Information



For More Information

- For more information on North Carolina State testing:

<http://www.act.org/aap/northcarolina>

- For ACT specific questions
 - ACT State Testing 800/553-6244 x 2800
 - ACT State Testing Accommodations 800/553-6244 x 1788
 - NCtest@act.org

2011-2012 State Testing Program PLAN



PLAN for North Carolina

Who may test?

- Testing is for all grade 10 public and charter school students.

When can I test?

- The test window is December 5 – December 16. You may schedule testing anytime within that window.

Who may order?

- Districts may order for their schools.
- Charter schools may enter their own orders.

PLAN for North Carolina

How do Schools and Districts order?

- Use our online order website - <http://www.act.org/aap/orders/northcarolina/plan> -- the order window will be October 17 – November 7th.
- Enter the total number of 10th grade students testing at each school.
- Enter the number of accommodated testing materials needed at each school.
- For PLAN accommodations requests should be supported by a students IEP or 504 Plan at the school.
- Accommodated materials include audio CDs, Reader's Scripts, Large Print Test Books, and Braille Test Books.

PLAN for North Carolina

When will I receive my PLAN test materials?

- Materials will be shipped to schools to arrive by November 21st.
- Follow the information in your PLAN Supervisor's Manual – it contains complete information regarding the Test Administration procedures.

PLAN for North Carolina

What do I need to know about returning materials?

- All answer documents must be returned to ACT no later than January 13, 2012.
- A pre-paid, traceable mailing label and a polymailer envelope will be provided for return of answer documents.

PLAN for North Carolina

When will PLAN reports be available?

- PLAN School Level Reports:
 - Shipped to Schools within 10 days following receipt by ACT.
- PLAN District Level Reports:
 - Shipped 10 days after the completion of all school level reports for a district.

PLAN for North Carolina

For more information or questions regarding
PLAN:

- ACT Customer Services 877/789-2925

Work Keys



WorkKeys for North Carolina

- Eligible Students
 - Seniors who are CTE concentrators with at least one Level II credit.
- Testing Window
 - February 2012

Questions and Answers

